



LEAVE REQUEST

Name: Date Submitted:

Shift: _____

Type of Leave: **Seniority** **Open**

Priority Date(s): 1 Complete Date Range Continue if any Date in Range is Not Available
Yes No

Priority Date(s): 2 Complete Date Range Continue if any Date in Range is Not Available
Yes No

Priority Date(s): 3 Complete Date Range Continue if any Date in Range is Not Available
Yes No

Notes:

Office Use Only Below This Line

Approved

Denied

Explanation:

Hire Date:

Approved By: Date: